## NEW HIRE CHECKLIST WEEK #1 – WHO, WHAT, WHEN, AND WHERE?

WHO DO I NEED TO KNOW?	STAFF NAME
Who are we? Overview of Fermilab and Department	
Who is the Director and who is the Division Manager?	
Who do I interact with in other Departments?	
Who do I call if I can't come in or will be late?	
Who do I call for computer problems, human resources questions ,etc.	
WHAT SHOULD I DO?	
☐ What should I wear?	
What should I do? Get to know office tools (e-mail, voice mail) Learn office security policies (ID badge, parking, vehicle sticker, etc.) Keep diary of first four weeks with comments on orientation	
What if I need to make a personal call or send a personal e-mail?	
What is on my computer?  Department standard software  Virus checking software	
What is the Company policy on Internet use?	
What internet sites should I bookmark? Fermilab/Department websites Technology reference sites	
What about emergencies (fire, tornado, etc.)?	
WHERE IS EVERYTHING I NEED?	
Building Tour (restrooms, coffee station, copiers, cafeteria/vending, mail station, employee refrigerators/microwaves)	
Location of Supplies and how to order non-standard supplies	
Location of Library and other technical resources	
MEET WITH MANAGER	